

## **Essential Tech Literacy/Skills for ISD Teachers**

### **Basic Computer/ Technology Use**

Demonstrate introductory knowledge, skills and understanding of concepts related to technology.

- Use technology devices efficiently
- Apply strategies for identifying/ solving routine hardware/ software problems
- Make informed decisions in choosing the most appropriate technology systems/ resources/ services.

### **File and Resource Management**

- Create & organize folders
- Share files over the network
- Describe hardware/ software problems
- Organize, manage & secure technology in classroom
- Upload/ download files/ images for electronic portfolios/ online environment

### **Word Processing**

- Create/edit/format a document
- Insert/edit text
- Format paragraphs
- Create bullet and number lists
- Use spell checker and thesaurus
- Insert graphic and wrap text
- Use word processor for drafting purposes
- Use outlining feature
- Insert headers and footers
- Create and format tables
- Insert section, column and page breaks
- Able to create newsletters

### **Graphics & Publishing**

- Insert images into documents
- Create flyers using draw tools
- Scan pictures and use digital camera
- Import and modify graphics
- Use draw tools to create objects
- Rotate, duplicate, group, align and resize objects
- Save images in different formats

### **Multimedia and Presentation Tools**

- Develop outline for slideshow
- Plan and storyboard ideas for presentation
- Create and apply designs, backgrounds, font styles, and colors for slide shows
- Apply good design principles
- Include graphs, charts, sound, animation in a presentation

**Spreadsheets**

- Collect data and create new spreadsheet
- Use existing spreadsheet to sort and find data
- Create graphs to compile data collections
- Collect, input, analyze, organize and display data graphically
- Explain what the data represents
- Include charts or graphs in presentations or publications
- Format and print spreadsheets to use as templates and forms

**Email**

- Send/receive/forward/sort emails
- Attach documents/files to emails
- Practise Netiquette in email communication
- Use cc & bcc
- Use address book/ mail groups
- Organize messages into folders & transfer between folders

**Internet**

- Use Internet effectively in learning environment
- Add/edit bookmarks/favorites
- Evaluate sites for validity & accuracy
- Knows the difference between search engines, subject directories and Meta search engines.
- Use keyword and boolean searches

**Electronic Collaboration**

- Use effectively Moodle (Virtual Classroom) for classroom purposes
- Plan collaborative projects using technology
- Select, evaluate & use online tools (Web 2.0) for research, information analysis, problem solving & decision making in content learning.
- Use knowledge of subject matter, teaching and learning, and technology to facilitate student learning, creativity & innovation in face to face & virtual environments

**Productivity & Professional Practice**

- Use Focus for attendance, grading & reporting purposes
- Use Atlas Rubicon system for adding/editing/reviewing curriculum maps
- Use Focus/ISD Gmail for communicating with students/parents
- Engage in professional learning communities/ professional development to learn new technologies/concepts and model life-long learning.
- Transfer current knowledge to learning of new technologies

**Social & Ethical use**

- Model and teach legal and ethical practice related to technology use
- Promote safe and healthy use of technology resources
- Understanding of and commitment to the ISD Netiquette Policy